

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

September 26, 2014 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Cushing, Gresser, Hammer, Korten Hof, Krug, Millan, Platner, Queen, Teichmiller, Troyk, Tuckwell

Members Absent: Peterson, Price (excused), Ritchie (excused)

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:02 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Jennifer Lueneburg, Oneida County Social Services Financial Services Manager.

Public Comment & Introductions: There were none.

Approval of the Amended Agenda: Cushing moved to approve the amended agenda with fifteen items; Millan seconded. All Ayes. Motion Carried.

Approval of the Minutes of the August 22, 2014 Board of Directors Meeting: Hammer moved to approve the minutes of the August 22, 2014 Board of Directors meeting; Troyk seconded. All Ayes. Motion carried.

Consent Agenda: Financial Statements – August 2014: Cushing moved to approve the financial statements as presented and approved by the Finance Committee; Hammer seconded. All Ayes. Motion Carried.

Consent Agenda: Time Reporting Percentage – August 2014: The August 2014 Time Report showed a 39.37% capture rate for the month and a year-to-date capture rate of 38.31%.

ADRC Regional Staff Wages: Both the Executive/Personnel Committee and the Finance Committee recommended that the Board of Directors grant a 1.6% increase for the ADRC-NW Regional Employees for 2015. Cushing moved to grant a 1.6% wage increase to the ADRC-NW Regional Employees for 2015; Millan seconded. All Ayes. Motion Carried.

2015 Budget Status: There will be a joint meeting of the Finance Committee and the Executive/Personnel Committee to work on the 2015 Budget. It will be Thursday, October 23, 2014 at 1:00 P.M.

Furniture & Equipment Proposals: Parkkila recommended that the ADRC-NW replace two laptops and five desktop computers because all will be three years old in 2015. The total cost for this will be \$9,700. She would also like to purchase four more bariatric chairs at a total cost of \$2,200. At present, it appears that the 2014 budget will be underspent by approximately \$41,000, so there will be money in this year's budget to make these purchases. (These figures do not include expenditures for the new telephone system.) Krug moved to approve the expenditure of \$11,900 for the purchase of two laptops and five desktop computers, as well as four bariatric chairs. Bix seconded. Eleven Members voted aye, one (Cushing) voted nay. Motion Carried.

New Telephone System Installation Status: The new telephone equipment has been ordered, and much of it has already arrived. The telephone consultant has recommended that the new system use Ethernet rather than coax cable to eliminate dropped calls. The overall telephone bill with the new system should be comparable to the current bill with Frontier and should provide many more features as well as increased reliability. Parkkila felt the transition to the new system probably would not take place until at least December 2014.

Regional Management Plan Template: The Office of Resource Center Development (ORCD) now requires a Regional ADRC Management Plan covering communication among the various entities involved with each ADRC - e.g., regional manager and branch management staff, regional manager and local county boards, branch management staff and local boards or committees, regional manager and the regional ADRC governing board; branch management staff and the ADRC regional governing board. Parkkila is working on the development of this plan which will be presented to the Board for approval at a later date.

Regional Managers Report: 1) Effective with the next Board meeting, the ADRC-NW Administrative Assistant will be handling agendas for all ADRC-NW Board and Committee meetings. 2) The ADRC-NW Web site is approaching completion. 3) The ADRC-NW will be receiving \$20,000 from the State of Wisconsin for marketing. This amount represents requested carryover dollars from the 2014 fiscal year. 4) In October, Board Member pictures will be taken for the Web site.

Board Member Report Community Feedback: Information on final affairs has been requested by members of the public, and ADRC-NW staff are looking at opportunities to educate the public regarding final affairs.

Future Agenda Items: 2015 Budget

Future Meeting Schedule: There will be a joint meeting of the Executive/Personnel Committee and the Finance Committee on Thursday, October 23, 2014 at 1:00 P.M. for the purpose of working out the 2015 Budget. On Tuesday, October 28, 2014 Buck Rhyme will present Board training at The Pointe in Minocqua. On Friday, November 7, 2014, the Aging & Disability Resource Center of the Northwoods Board of Directors will have its monthly meeting in Rhinelander at 1:00 P.M.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:08 P.M.

Handouts: Minutes of the August 22, 2014 Aging & Disability Resource Center Board of Directors meeting; August 2014 Transaction Activity Report; August 2014 Revenue/Expense Report; August 2014 100% Time Report; Draft 2015 Budget Worksheet.